



## **Desired Upgrades**

**e.g. new furniture, mattresses, carpeting/flooring, lockers, repainting etc.**

- Requests will only be considered if they are submitted by the Station Commander, LFRD President, or facility manager.
- Station Commanders will include the LFRD President (where applicable) when requesting upgrades.
  1. Write a detailed recommendation and justification for the upgrade.
  2. Include pictures of broken or worn materials to be replaced.
  3. Include any specific recommendations for the replacements.
  4. Email the request to the Facilities BC (Hopkins), cc Fire Facilities, and, if applicable, the LFRD Liaison BC and LFRD President.
- The Station Commander, LFRD President, or facility manager may request a status update every two months via an email to Fire Facilities and the Facilities BC, cc the LFRD Liaison BC, and the LFRD President (if applicable).

**\*\* NOTE – Desired Upgrades are generally not line-item funded and can take months to be evaluated and funded.**